

TRANSFER AND PROMOTIONAL OPPORTUNITY

November 25, 2003

SECRETARY

(\$37,892 - \$46,058-Annually)

The Bay Area Air Quality Management District is currently recruiting for the position of Secretary in the Compliance and Enforcement Division. The Secretary, under general supervision, provides varied secretarial and office administrative assistance to the Section Manager and associated professional staff; performs related work as assigned. There is currently one (1) vacancy. This is a full-time represented position.

EXAMPLES OF DUTIES FOR THIS POSITION:

- Types and drafts a wide variety of finished documents from stenographic notes, brief instructions, or printed materials
- Uses word processing equipment to input and retrieve data
- Prepares reports; initiates specified correspondence independently for signature by appropriate management, supervisory or professional staff
- Reviews finished materials for completeness, accuracy, format, compliance with policies and procedures and appropriate English usage
- Receives and screens visitors and telephone calls, providing factual information which requires the interpretation of policies and procedures
- Takes messages or refers the caller to the proper person
- Researches and compiles a variety of informational materials from sources both inside and outside the office
- Organizes and maintains various section or division files
- Purges files as required
- Schedules and arranges for meetings, arranges for rooms, prepares agendas and summarizes results as required
- Organizes own work, sets priorities and meets critical deadlines.

MINIMUM QUALIFICATIONS: Three years of general clerical or office support experience.

SPECIAL REQUIREMENTS: Must possess a valid California driver's license. Must pass a typing test at a rate of 50 net words per minute from printed copy. The typing test may include a practical exercise.

HOW TO APPLY: Interested BAAQMD employees must submit a completed BAAQMD application and supplemental application form by **5:00 p.m., Monday, December 15, 2003**. For an application packet, contact the Human Resources Office at 939 Ellis Street, Fourth Floor, San Francisco, CA 94109. Phone (415) 749-4980. Except as requested in this announcement, do not include any additional documents, such as letters of recommendation, performance evaluations, work samples, etc. They will not be considered. A resume may be included but will not be accepted in lieu of an official BAAQMD application. Postmarks, faxes, and e-mails will not be accepted.

SELECTION PROCESS: Selection will be based on a competitive examination consisting of a combined work product exercise and interview. A qualifying training and evaluation (screening panel)

and a panel interview weighted 100% may be held depending on the number of qualified applications received. The practical exercise will be part of the panel interview.

Note: Transfer requests will be considered. Interested employees may request consideration by submitting a written request to Stephen Pangburn prior to the filing deadline.

The District may hire from this recruitment process to fill vacancies occurring within the next 18 months.

Persons with disabilities who may require reasonable accommodations during the application and/or selection process should notify the Human Resources Office at (415) 749-4980.

EOE